

**I.T.S Dental College, Hospital and Research Centre**  
**47, Knowledge Park III, Greater Noida**

**NOTICE FOR IQAC MEETING & UPDATED MEMBER LIST:**  
**Academic Year 2014-15**

**Ref. No. IQAC/ITSDCGN/2014/01**

**April 22, 2014**

IQAC Member list for IQAC meetings 2014-15 is listed below:

1. Chairperson- Dr. Puneet Ahuja
2. IQAC Coordinator- Dr. Anmol S Kalha
3. Faculty:
  - Dr. Mousumi Goswami
  - Dr. Jayprakash K
  - Dr. Sachit Anand Arora
  - Dr. Rohit Kochhar
  - Dr. Veena Walia
  - Dr. Upasna Sethi Ahuja
  - Dr. Amit Jayna
  - Dr. Anuja
4. Administrative/ technical Staff: Mr. Anil Kumar, Mr. Shailesh
5. Student representative: Anuraj Vijayan
6. Management representative: Mr. B K Arora, Mr. Vijay Sharma
7. Alumni: Dr. Rishipal, Dr. Mansi Punjabi
8. Employer/ Industrialist: Mr. Sohil Chadha
9. External Experts: Dr. Devi Charan Shetty, Dr. Sonali Taneja

The quarterly **IQAC** meeting has been scheduled for **1st May, 2014** (Thursday) at **10:30 am** in **Boardroom**.

All department representatives are requested to be prepared with department review presentation for the period of Feb-April 2014.

The agenda of this meeting is as follows:

1. Planning for 4<sup>th</sup> year renewal inspection of DCI.
2. Clinical review of all departments.
3. Planning academic program of each department for the 3<sup>rd</sup> batch of postgraduate students.
4. To review minutes of meeting of examination committee.
5. Planning of CDE programs for all departments.
6. To review Orion software.
7. To review patient's feedback for all departments.
8. Review of patient education and counseling programs
9. Review of faculty feedback system

10. To facilitate clinical orientation of 1<sup>st</sup> and 2<sup>nd</sup> year undergraduates
11. To reinforce post graduate clinical curriculum in non- clinical specialties.
12. Any other matter with permission of chair.

PROF. ANMOL S. KALHA  
M.D.S.  
*Handwritten signature*  
Director - P.G. Studies  
I.T.S. Dental College  
Hospital & Research Centre  
47, Knowledge Park - III  
Greater Noida (U.P.)  
**IQAC Coordinator**

CC:

Chairman

Vice Chairman

Secretary

Principal

All IQAC Members

**I.T.S Dental College, Hospital and Research Centre**

**47, Knowledge Park III, Greater Noida**

**MINUTES OF IQAC MEETING HELD ON MAY 1, 2014**

**Location: Board Room**

**Date: May 1, 2014 (Thursday)**

**Time: 10:30 am**

**Attendees:**

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
  - Dr. Mousumi Goswami
  - Dr. Jayprakash K
  - Dr. Sachit Anand Arora
  - Dr. Rohit Kochhar
  - Dr. Upasna Sethi Ahuja
  - Dr. Amit Jayna
  - Dr. Anuja
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Anuraj Vijayan
6. Management representative: Mr B K Arora, Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. External Experts: Dr Sonali Taneja

**Non Attendees:** Dr Devi Charan Shetty, Mr Sohil Chadha, Dr Mansi Punjabi, Dr. VeenaWalia

**Agenda Items:**

1. Planning for 4<sup>th</sup> year renewal inspection of DCI.
2. Planning academic program of each department for the 3<sup>rd</sup> batch of postgraduate students.
3. To review minutes of meeting of examination committee.
4. Planning of CDE programs for all departments.
5. To review Orion software.
6. To review patient's feedback for all departments.
7. Review of patient education and counseling programs
8. Review of faculty feedback system
9. To facilitate clinical orientation of 1<sup>st</sup> and 2<sup>nd</sup> year undergraduates
10. To reinforce post graduate clinical curriculum in non- clinical specialities.
11. Clinical review of all departments.
12. Any other matter with permission of chair.

**Issues Raised**



1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last IQAC meeting and briefed about the action taken on the assigned tasks.
2. Dr Anmol Kalha briefed on the documents and planning required for the 4<sup>th</sup> year renewal inspection for DCI.
3. Dr Anmol Kalha discussed the academic program for the incoming 3<sup>rd</sup> batch of postgraduates. He directed all the heads to prepare the schedule and send latest by 15-5-14. All medical department HOD to prepare schedule for basic sciences lecture.
4. The chairperson of examination committee presented the planning for internal examination of undergraduates scheduled in July 2014.
5. All the department heads were asked to plan dates for organising CDE Programs for their specialities and submit the plan and tentative dates latest by 20-05-14.
6. All department heads provided the first hand review of newly implemented orion software, the points were noted for further discussion with core team for orion implementation.
7. Department heads presented the corrective and preventive action report based on patients' feedback.
8. Functioning of Tobacco cessation program reviewed with Department of Public Health Dentistry.
9. Faculty feedback questionnaire discussed in the meeting. Final questionnaire to be shared by Director's office. Registrar's office to implement the same.
10. Registrar's office to prepare the time table for 1<sup>st</sup> and 2<sup>nd</sup> year undergraduate students to accommodate clinical exposure sessions to be held once in a week. The schedule for the same to be shared with Director's office.
11. Department of PHD given the responsibility to ensure smooth execution of comprehensive clinics for non-clinical specialities.
12. All Department HOD's showcased their departmental functioning through presentation.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1	4 <sup>th</sup> year renewal inspection of DCI	a. Documentation required as per DCI guidelines shared with all department heads and the latter asked to ensure completion of documentation for the faculty members of respective departments. b. A core committee comprising of teaching and non-teaching staff given responsibility to review documentation.	Dr Anmol S Kalha	01-06-14
2	Academic program of each department for the	Schedule of postgraduate academic activities to be	All HODs	15-05-14

	3 <sup>rd</sup> batch of Postgraduate students	submitted to director's office by all HODs		
3	Planning for upcoming internal examination of undergraduates	To ensure timely receiving of question papers. Preparation and circulation of examination schedule and invigilation duty chart.	Chairperson of Examination Committee- Dr Shivjot Chinna	15-05-14
4	CDE programmes dates for all departments	Department heads to plan dates for organising CDE Programs for their specialities and submit the plan with tentative dates	HODs	20-05-14
5	To review Orion software	Training needs for teaching and non-teaching staff for using the software were identified. Training session to be organised within one week.	Dr Himanshu Bhutani	07-05-14
6	To review patient's feedback for all departments	CAPA report of all departments reviewed by Principal. Practice for counselling for negative feedback and appreciation letters for positive feedback to be reinforced.	HODs	-
7	Patient education and counseling programs	Tobacco cessation program to be reviewed and reinforced. Report to be shared	HOD- PHD	15-05-14
8	Faculty feedback system	Final questionare to be shared by Director's office	Director Office	07-05-14
9	Clinical orientation of 1 <sup>st</sup> and 2 <sup>nd</sup> year undergraduates	Schedule to be shared with Principal's Office	Registrar	07-05-14
10	Post graduate clinical curriculum in non-clinical specialities.	Comprehensive dental clinic report to be shared with Principal's office	HOD- PHD	07-05-14
11	Clinical review of all departments	Department presentation reviewed by Director PG Studies and Principal. Orthodontics- directed to	HODs	To be reviewed in next meeting



		<p>focus on debonding of old cases.</p> <p>Prosthodontics- to start more implant cases.</p> <p>Conservative Dentistry- to take steps to reduce patients' waiting time and time between visits.</p> <p>Oral Surgery- to focus on doing major surgeries in in-campus hospital.</p> <p>Pedodontics- to do ortho extractions of patients below 15 years in the department of pedo.</p> <p>Perio- focus on exposure to perio surgeries for PGs</p> <p>PHD- To find out new areas for organising dental camps.</p> <p>OMR- To optimize initial assessment time to decrease patient burnout.</p>		
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**PROF ANMOL S. KALHA**  
M.D.S.

**Director - P.G. Studies**  
**I.T.S. Dental College**  
Hospital & Research Centre  
47, Knowledge Park  
Greater Noida (U.P.)

*Anmol S Kalha*  
**Dr Anmol S Kalha**

**IQAC Coordinator**

**I.T.S Dental College, Hospital and Research Centre**  
**47, Knowledge Park III, Greater Noida**

**NOTICE FOR IQAC MEETING**

**Ref. No. IQAC/ITSDCGN/2014/02**

**JULY 22, 2014**

The quarterly **IQAC** meeting has been scheduled for **1<sup>st</sup> Aug, 2014** (Thursday) at **10:30 am** in **Boardroom**.

All department representatives are requested to be prepared with department review presentation for the month of May-July 2014.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (1<sup>st</sup> May, 2014).
2. To evaluate the readiness of all departments for 4<sup>th</sup> year renewal DCI inspection
3. To review academic program of each Department for the 3<sup>rd</sup> batch of Postgraduate students.
4. To discuss academic program of upcoming 9<sup>th</sup> batch of UG students.
5. Meeting with chairperson of Anti ragging committee
6. To review UG student feedback report.
7. To address language and personality development skills of students of undergraduate program.
8. To provide continuous counselling and guidance to students
9. To plan for training module for non- teaching staff in dental departments.
10. Review of response to dental camps in new locations.
11. Discontinuation of manual OPD records in view of Orion implementation.
12. To review student performance in internal assessment examination.
13. Preclinical review of newly joined postgraduate batch.
14. Clinical review of all departments.
15. Any other matter with permission of chair.

**PROF ANMOL S. KALHA**  
**M.D.S.**

*Kalha*  
**Director - P.G. Studies**  
**I.T.S. Dental College**  
**Hospital & Research Centre**  
**47 Knowledge Park-III**

**IQAC Coordinator (U.F.)**

CC:

Chairman

Vice Chairman

Secretary

Principal

All IQAC Members

**I.T.S Dental College, Hospital and Research Centre**

**47, Knowledge Park III, Greater Noida**

**MINUTES OF IQAC MEETING HELD ON AUGUST 1, 2014**

**Location: Board Room**

**Date: Aug 1, 2014 (Thursday)**

**Time: 10:30 am**

**Attendees:**

1. Chairperson- Dr. Puneet Ahuja
2. IQAC Coordinator- Dr. Anmol S Kalha
3. Faculty:
  - Dr. Mousumi Goswami
  - Dr. Jayprakash K
  - Dr. Sachit Anand Arora
  - Dr. Rohit Kochhar
  - Dr. Veena Walia
  - Dr. Upasna Sethi Ahuja
  - Dr. Amit Jayna
  - Dr. Anuja
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Anuraj Vijayan
6. Management representative: Mr B K Arora
7. Alumni: Dr Rishipal, Dr Mansi Punjabi
8. External Expert: Dr. Devi Charan Shetty

**Non – Attendees :** Mr. Sohil Chadha, Dr Sonali Taneja, Mr. Vijay Sharma, Mr. Anuraj Vijayan, Mr. Shailesh

**Agenda Items:**

1. Confirm the task completed of the minutes of last meeting (1<sup>st</sup> May, 2014).
2. To evaluate the readiness of all departments for 4<sup>th</sup> year renewal DCI inspection
3. To review academic program of each Department for the 3<sup>rd</sup> batch of Postgraduate students.
4. To discuss academic program of upcoming 9th batch of UG students.
5. Meeting with chairperson of Anti ragging committee
6. To review UG student feedback report.
7. To address language and personality development skills of students of undergraduate program.
8. To provide continuous counselling and guidance to students
9. To plan for training module for non- teaching staff in dental departments.
10. Review of response to dental camps in new locations.
11. Discontinuation of manual OPD records in lieu of Orion implementation.
12. To review student performance in internal assessment examination.
13. Preclinical review of newly joined postgraduate batch.
14. Clinical review of all departments.



## I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

15. Any other matter with permission of chair.

### **Issues/Points Raised**

1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last HOD meeting and briefed about the action taken on the assigned tasks.
2. Dr Anmol Kalha briefed on the planning for the 4<sup>th</sup> year renewal inspection. Documents checked for inspection and found to be in order and whatever deficiencies are there, communicated to the respective heads.
3. Report of review of Academic program of 3<sup>rd</sup> batch of postgraduate students was also discussed. Dr Anmol Kalha motivated the heads to bring some new additions to the program which will be beneficial to the students.
4. Principal Dr Puneet Ahuja instructed departments dealing with first year of BDS to submit Academic calendar for the same to Principal's Office.
5. Chairperson of anti-ragging Committee was asked to schedule a presentation on anti-ragging guidelines by DCI.
6. Dr Puneet Ahuja reviewed student feedback report and suggested more group discussions and interactive sessions to be added in the lectures by faculty for UG students.
7. Dr Anmol Kalha congratulated OMDR for starting oral cancer registry in the department.
8. Dr Anmol Kalha announced collaboration of Departments of Prosthodontics, Periodontics and Oral Surgery for operating the Central Implant Clinic.
9. Academic coordinator of BDS 1<sup>st</sup> year to connect with management faculty of ITS Management College for language and personality development skills of students of undergraduate program.
10. Academic coordinators to further have a team of mentors for small student groups to provide guidance and counselling to them.
11. Training module
12. Head- Community Dentistry presented a report on Dental Camp response in new locations. Dr Puneet Ahuja suggested to continue with them for the next 2 months and also to search for new locations for dental camps in newly developed societies in Noida and Greater Noida.
13. Dr Puneet Ahuja instructed the Heads of Departments to discontinue manual OPD records in view of full implementation of Orion. He suggested strict follow up of entries by HOD being done in Orion in departments by faculty members.
14. Dr Puneet Ahuja discussed the performance of UG students in the internal assessment examination held in July. He said that HODs should share remedial measures implemented to improve the performance of students scoring below 50% in the assessment exam latest by 15-08-14.
15. Dr Anmol Kalha discussed on the progress of preclinical work of newly joined post graduate batch and strictly instructed them to get the work finished within the timeline.
16. Secretary sir informed about New Complaint Management system (CMS) to be made functional in the college soon for lodging and follow up of all departmental complaints.
17. All Department HOD's showcased their departmental functioning through presentation.

# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	4 <sup>th</sup> year Renewal Inspection	<ul style="list-style-type: none"><li>• No leaves allowed for any faculty except in case of emergency</li><li>• Details of leaves sanctioned for speciality PG Conference to faculty or PGs to be submitted to Principal's Office</li><li>• Deficiencies in inspection work to be completed by respective Heads.</li></ul>	All HODs	01-09-14
2.	Review of Academic program of 3 <sup>rd</sup> batch of postgraduate students	To suggest new additions to the program which will be beneficial to the students	All HODs	15-08-14
3.	Academic program of upcoming 9 <sup>th</sup> batch of UG students	Departments dealing with first year BDS to submit Academic calender for the same to Principal's Office.	Deaprtments dealing with first year BDS	18-08-14
4.	College OPD	More dental camps to be organized on new locations to improve College OPD Schedule to be submitted to Principal's Office	Public Health Department	10-09-14
5.	Meeting with chairperson of Anti ragging committee	To schedule a presentation on anti-ragging guidelines by DCI and send the schedule to Principal's office.	chairperson of Anti ragging committee	15-08-14
6.	To review UG student feedback report.	More group discussions and interactive sessions to be added in the lectures by faculty for UG students. Faculty lectures to be approved	UG Incharges and HODs	



**I.T.S Dental College, Hospital and Research Centre**

**47, Knowledge Park III, Greater Noida**

		by department heads before presentation.		
7.	To address language and personality development skills of students of undergraduate program.	Academic coordinator of BDS 1 <sup>st</sup> year to schedule communication and PDP classes in collaboration with ITS Management college faculty	Academic coordinator of BDS 1 <sup>st</sup> year	15-08-14
8.	To provide continuous counselling and guidance to students	Team of mentors to be constituted by academic coordinators and list to be shared with Principal's office	Academic coordinators	15-08-14
9.	To plan for training module for non-teaching staff in dental departments.	Schedule for training session in infection control for DCA and Nurse to be shared with Principal's office	Dr Himanshu Bhutani	07-08-14
10.	Review of response to dental camps in new locations.	To search for new locations for dental camps in newly developed societies in Noida and Greater Noida	HOD-Community Dentistry	01-09-14
11.	Discontinuation of manual OPD records in view of Orion implementation.	1. To discontinue manual OPD records in view of full implementation of Orion. 2. He suggested strict follow up of entries by HOD being done in Orion in departments by faculty members.	HOD and OPD Incharge	07-08-14
12.	To review student performance in internal assessment examination.	Remedial measures implemented to improve the performance of students scoring below 50% in the assessment exam to be shared with Principal's office	HOD and UG Incharge	15-08-14.
13.	Preclinical review of newly joined postgraduate batch.	Pre-clinical work to be finished within timeline	HODs and PG Incharges	



**I.T.S Dental College, Hospital and Research Centre**

**47, Knowledge Park III, Greater Noida**

14.	Clinical review of all departments.	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to start orthognathic surgery patients in collaboration with oral surgery department. HOD-Prosthodontics to increase the number of Zirconia crowns in department. HOD – Conservative Dentistry to review steps taken to reduce patients' waiting time and time between visits. HOD Oral Surgery to start orthognathic surgeries in the department. HOD Pedodontics- to start minor cases of ortho corrections in the department. HOD Perio- to plan for a module on Lasers HOD –PHD- To find out new areas for organising dental camps. HOD- OMR- To train every new batch of interns on OPD handling before allotting them OPD responsibilities.	HODs	
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PROF ANMOL S. KALHA  
M.D.S.  
Director - P.G. Studies  
I.T.S. Dental College  
Hospital & Research Centre  
47, Knowledge Park-III  
Greater Noida (U.P.)  
IQAC Co-ordinator

**I.T.S Dental College, Hospital and Research Centre**  
**47, Knowledge Park III, Greater Noida**

**NOTICE FOR IQAC MEETING**

Ref. No. IQAC/ITSDCGN/2014/03

October 17, 2014

The quarterly **IQAC** meeting has been scheduled for **3<sup>rd</sup> November 2014** (Monday) at **10:30 am** in **Boardroom**.

All department representatives are requested to be prepared with department review presentation for the months of August -October 2014.

The agenda of this meeting is as follows:

1. Confirm the minutes of the last meeting (held on 1<sup>st</sup> Aug, 2014, Thursday)
2. To instruct department heads to send data for updating college website regularly.
3. Review of library resources & its usage by students.
4. Review student attendance & syllabus coverage for U.G. batches appearing for university examination.
5. To plan clinical exposure of contemporary treatment modalities to interns.
6. Field surveys and community outreach by students of PG Program.
7. Review of participation in CDE programs.
8. Meeting with chairperson of mess committee in view of mess hygiene & food quality.
9. Implementation of Digital Radiography
10. Clinical review of all departments
11. Any other matter with permission of the chair

**PROF ANMOL S. KALHA**  
**M.D.S.**

*Anmol S. Kalha*  
**Director - P.G. Studies**  
**I.T.S. Dental College**  
**& Research Centre**

**IQAC Coordinator**

CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members

# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

## MINUTES OF IQAC MEETING HELD ON November 3, 2014

**Location: Board Room**

**Date: Nov 3, 2014 (Monday)**

**Time: 10:30 am**

**Attendees:**

1. Chairperson- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
  - Dr. Mousumi Goswami
  - Dr. Jayprakash K
  - Dr. Sachit Anand Arora
  - Dr. Rohit Kochhar
  - Dr Veena Walia
  - Dr Upasna Sethi Ahuja
  - Dr Amit Jayna
  - Dr Anuja
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Anuraj Vijayan
6. Management representative: Mr B K Arora, Mr. Vijay Sharma
7. Alumni: Dr Rishipal, Dr Mansi Punjabi
8. Employer/ Industrialist: Mr Sohil Chadha
9. External Experts:
  - Dr Devi Charan Shetty
  - Dr Sonali Taneja

**Absent with information:** Mr B K Arora, Dr Sonali Taneja, Dr Upasna Sethi Ahuja

**Agenda Items:**

1. Confirm the minutes of the last meeting (held on 1<sup>st</sup> Aug, 2014, Thursday)
2. To instruct department heads to send data for updating college website regularly.
3. Review of library resources & its usage by students.
4. Review student attendance & syllabus coverage for U.G. batches appearing for university examination.
5. To plan clinical exposure of contemporary treatment modalities to interns.
6. Field surveys and community outreach by students of PG Program.
7. Review of participation in CDE programs.
8. Meeting with chairperson of mess committee in view of mess hygiene & food quality.
9. Clinical review of all departments
10. Any other matter with permission of the chair



# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

## Issues Raised


1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last HOD meeting and briefed about the action taken on the assigned tasks.
2. Dr Anmol Kalha congratulated Department of Public Health Dentistry to have started ECHS clinic in the institute. HOD – PHD to submit monthly report of patients and revenue to the Director's Office.
3. Principal Dr Puneet Ahuja instructed all the department heads to send data for updating college website regularly.
4. Principal Dr Puneet Ahuja emphasized on the need for addition of new books to central library and instructed all departmental heads to submit the list of books required. Also, Department heads should motivate students to use college library on regular basis.
5. Dr Puneet Ahuja said that the attendance of UG students appearing for university examination should be reviewed in all departments and the list of students with short attendance to be submitted to Principal's office. Also, department heads to send percentage of syllabus completed for the exam going students and also if they need extra classes to complete the same.
6. HOD Cons and Prostho to prepare a schedule for rotary endodontics and implantology for interns and share the same with Director's office.
7. HODs of all departments to collaborate with PHD for field surveys and community outreach by PG students.
8. Dr Anmol Kalha instructed all the departments to submit schedule for CDE Programmes for one year. Also faculty and students to be motivated to participate in CDE Programs.
9. Chairperson of mess committee to submit a report regarding mess hygiene & food quality in hostel mess.
10. Secretary Mr BK Arora announced about the Outstanding Association Scheme being launched by the College wherein employees who have completed 5 years or more in service in ITS as on 1<sup>st</sup> Jan, 2015 will be allowed special benefits.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1	ECHS Clinic	PHD Department to submit monthly report of ECHS clinic	HOD- PHD	
1	Updating college website	department heads to ensure that the data is sent regularly for updating college website	HODs	15-11-14
2	Review of library resources & its usage by students.	All departmental heads to submit the list of books required. Students to be motivated to use library regularly	All HODs	15-11-14
3	Review student attendance & syllabus coverage for U.G. batches appearing for	Attendance of UG students to be reviewed and the list of students with short attendance to be submitted to Principal's office. Also, department heads to send percentage of syllabus completed for the exam going students and also if they	HODs	10-11-14

# I.T.S Dental College, Hospital and Research Centre

**47, Knowledge Park III, Greater Noida**

	university examination.	need extra classes to complete the same.		
4	Rotary endodontics and implantology for interns	HOD Cons and Prostho to prepare a schedule for rotary endodontics and implantology for interns and share the same with Director's office	HOD Cons and Prostho	15-11-14
5	Field surveys and community outreach by PG students	HODs of all departments to collaborate with PHD for field surveys and community outreach by PG students	HODs	
6	CDE programs	HODs to submit schedule for CDE Programmes for one year. Also faculty and students to be motivated to participate in CDE Programs	HODs	22-11-14
7	Meeting with chairperson of mess committee in view of mess hygiene & food quality.	to submit a report regarding mess hygiene & food quality in hostel mess	chairperson of mess committee	15-11-14
8	Clinical review of all departments	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to start cases of lingual orthodontics and aligners in department. HOD-Prosthodontics to keep a quota of crown cuttings at undergraduate level also. HOD – Conservative Dentistry to keep a quota of rootcanals at undergraduate level also. HOD Oral Surgery to review facilities for doing major surgeries in in-campus hospital. HOD Pedodontics- to plan for school camps in collaboration with Community department.	HODs	To be reviewed in next meeting

  
**Dr Anmol S. Kalha** M.D.S.  
 PG Studies  
 IQAC Coordinator  
 I.T.S. Dental College  
 Hospital & Research Centre  
 47, Knowledge Park-III  
 Greater Noida (U.P.)



**I.T.S Dental College, Hospital and Research Centre**  
**47, Knowledge Park III, Greater Noida**

**NOTICE FOR IQAC MEETING**

**Ref. No. IQAC/ITSDCGN/2015/04**

**Jan 20, 2015**

The quarterly **IQAC** meeting has been scheduled for **2<sup>nd</sup> Feb, 2015** (Monday) at **10:30 am** in **Boardroom**.

All department representatives are requested to be prepared with department review presentation for the month of Nov 14-Jan 2015.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on November 3, 2014, Monday).
2. Budget planning for next financial year
3. Review of fulfillment of academic & clinical requirements for MDS Examination in May 2015 for 2012-15 batch of postgraduates.
4. To instruct department heads to be prepared for recognition inspection by DCI to be conducted on same dates as MDS examination
5. To plan for upcoming convocation ceremony for graduating batch.
6. To plan for teacher training workshop for year 2015.
7. To review the yearly plan of sports & cultural committee.
8. To review status of LD & Thesis of postgraduate program students
9. Use of Orion only for raising material requests
10. To review status of publications for year 2014.
11. Organizing camp for Surgical repair of cleft cases under 'Operation Smile Train'
12. Clinical review of all departments.
13. Any other matter with permission of chair.

**PROF ANMOL S. KALHA**  
**M.D.S.**

*Anmol S. Kalha*  
**Director - P.G. Studies**

**I.T.S. Dental College**  
**Hospital & Research Centre**  
**47, Knowledge Park III,**  
**Greater Noida (U.P.)**

**IQAC Coordinator**

CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members



# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

## MINUTES OF IQAC MEETING HELD ON FEBRUARY 2, 2015

**Location:** Board Room

**Date:** February 2, 2015 (Monday)

**Time:** 10:30 am

**Attendees:**

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
  - Dr. Mousumi Goswami
  - Dr. Sachit Anand Arora
  - Dr. Rohit Kochhar
  - Dr. Veena Walia
  - Dr. Upasna Sethi Ahuja
  - Dr. Amit Jayna
  - Dr. Anuja
4. Administrative/ technical Staff: Mr Shailesh
5. Student representative: Anuraj Vijayan
6. Management representative: Mr B K Arora, Mr. Vijay Sharma
7. Alumni: Dr Mansi Punjabi
8. External Experts:
  - Dr. Devi Charan Shetty
  - Dr. Sonali Taneja

**Absent with prior information:** Mr Anil Kumar, Dr Rishipal Singh, Dr. Jayprakash K, Mr. Sohil Chadha

**Agenda Items:**

1. Confirm the minutes of last meeting (held on November 3, 2014, Monday).
2. Budget planning for next financial year
3. Review of fulfillment of academic & clinical requirements for MDS Examination in May 2015 for 2012-15 batch of postgraduates.
4. To instruct department heads to be prepared for recognition inspection by DCI to be conducted on same dates as MDS examination
5. To plan for upcoming convocation ceremony for graduating batch.
6. To plan for teacher training workshop for year 2015.
7. To review the yearly plan of sports & cultural committee.
8. To review status of LD & Thesis of postgraduate program students
9. Use of Orion only for raising material requests
10. To review status of publications for year 2014.
11. Organizing camp for Surgical repair of cleft cases under 'Operation Smile Train'
12. Clinical review of all departments.
13. Any other matter with permission of chair.

# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

## Issues Raised

1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last HOD meeting and briefed about the action taken on the assigned tasks.
2. Mr B K Arora instructed all the committees to plan their budget for the next financial year and send it for review.
3. Dr Anmol Kalha instructed all departments to plan for upcoming postgraduate examination batch 2012-2015. Preparatory leave to be given to exam going batch wef 20-04-15 if their academic and clinical requirements for the MDS examination as per DCI is complete. Practical examination proposed from 18<sup>th</sup> May 2015 -31 May 2015.
4. Dr Anmol Kalha also instructed all HODs to prepare for recognition inspection by DCI to be conducted on same dates as MDS examination
5. Principal Dr Puneet Ahuja discussed about convocation ceremony of graduating undergraduate batch to be held on 2<sup>nd</sup> April, 2015. Allocation of responsibilities to faculty members for smooth functioning of event was discussed.
6. Teacher training workshop to be planned for year 2015. Director PG Studies to get quotations for the same.
7. Sports and Cultural Committee incharge to submit yearly plan of sports & cultural committee to Principal's office.
8. HODs to submit status of LD & Thesis of postgraduate program students to Director's office.
9. Department heads were instructed to use only Orion for raising material requests.
10. Director PG Studies instructed all the heads to submit status of publications from their department for the year 2014.
11. Department of Oral Surgery to plan a camp for surgical repair of Cleft Lip and Palate in collaboration with Operation Smile Train. Complete Planning with the list of on duty doctors and postgraduates to be submitted to Director's Office.
12. All Department representatives showcased their departmental functioning through presentation.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Budget planning for next financial year	Committees to plan their budget for the next financial year and send it for review.	Committee incharge	01-03-15
2.	Review of fulfillment of academic & clinical requirements for MDS Examination in May 2015 for 2012-15 batch of postgraduates.	To plan for upcoming postgraduate examination batch 2012-2015. Preparatory leave to be given to exam going batch wef 20-04-15 if their academic and clinical requirements for the MDS examination as per DCI is complete. Practical examination dates to be	HODs and PG incharges	20-02-15



# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

		proposed by HODs from 18 <sup>th</sup> May 2015 -31May 2015		
3.	To instruct department heads to be prepared for recognition inspection by DCI to be conducted on same dates as MDS examination	To review documents for DCI inspection	HODs	01-03-15
4.	To plan for upcoming convocation ceremony for graduating batch.	a. Allocation of responsibilities to faculty members b. Practicing academic procession	Principal	01-03-15
5.	To plan for teacher training workshop for year 2015.	To get quotations for the same.	Director PG Studies	15-02-15
6.	To review the yearly plan of sports & cultural committee.	To submit yearly plan of sports & cultural committee to Principal's office.	Sports & cultural committee incharge	10-02-15
7.	To review status of LD & Thesis of postgraduate program students	To submit status of LD & Thesis of postgraduate program students to Director's office	HODs	10-02-15
8.	Use of Orion only for raising material requests	To use only Orion for raising material requests	HODs	
9.	To review status of publications for year 2014.	To submit status of publications from their department for the year 2014.	HODs	15-02-15
10.	Camp for surgical repair of Cleft Lip and Palate in collaboration with Operation Smile Train	Complete planning with the list of on duty doctors and postgraduates to be submitted to Director's Office	HOD- Oral Surgery	07-02-15

# I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

11.	Clinical review of all departments.	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to share data related to newly started patients of various types of the past months. HOD-Prosthodontics to review the number of Zirconia crowns and implants in department. HOD – Conservative Dentistry to focus more on single sitting endodontics in department HOD Oral Surgery to keep a quota of cases of impaction for PG 1 <sup>st</sup> years HOD Pedodontics- to plan for conscious sedation clinic. HOD Perio- to the number of perio surgeries being done in the department. HOD –PHD- surprise visits at the time of dental camps.	HODs	To be reviewed in next meeting
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**PROF ANMOL S. KALHA**  
**M.D.S.**

*AK*  
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**Dr Anmol S. Kalha**  
**IQAC Coordinator**